

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

March 22, 2012

PRESENT: Keith Pamperin, Tom Diedrick, Pat Hickey, Libbie Miller, Beth Relich, Joan Swigert, Pat Finder-Stone, Bill Clancy

EXCUSED: Steve Daniels, Lisa Van Donsel, Donajane Brasch,

ABSENT: Marvin Rucker

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Mary Schlautman, Justin Koneck, Paul Wierzba

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Finder-Stone to adopt the March 22, 2012 Agenda. **MOTION CARRIED.**

INTRODUCTIONS: Introductions were made by those present. In addition, Ms. Christianson introduced Ms. Christel Giesen as the ADRC's new Assistant Director and Ms. Mary Schlautman as the ADRC's new Information & Assistance Team Lead.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 23, 2012.

Ms. Christianson noted that Carol Andrews and Barbara Robinson were listed as being both present and excused in the February minutes. Both of these board members were excused from the February Meeting.

Ms. Finder-Stone moved and Ms. Swigert seconded to approve the minutes of the regular meeting of February 23, 2012 with the above noted correction. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

MUTUAL OF AMERICA: REACTIVATING TDA CONTRACT WITHIN RETIREMENT PLAN:

Mr. Wierzba gave a brief history of Mutual America explaining that it was originally established in 1940 and formed as a retirement agency eventually becoming the Mutual of America Insurance Company. In 1982, the ADRC offered employees a TDA Plan. In 1985 Mutual of America became the ADRC's retirement plan provider adding an Employer Funded Plan. For many years ADRC employees had two separate plans: a TDA and an Employer Funded Plan. In 2010, the retirement plan design was updated combining these two plans into one retirement plan in order for maximum employee benefit along with minimum fees to the agency.

Mr. Wierzba explained that today's proposal is to amend the current 403(b) Thrift Plan to allow employees who were previously enrolled in the DTA (Tax Deferred Annuity) Plan with Mutual of America to transfer current plan assets and rollover assets to this contract within the 403(b) Thrift Plan. Mutual of America's Interest Accumulation Account has a perpetual guarantee of a 3.0% EAY (Effective Annual Yield) for participants who enrolled in the TDA plan prior to 6-1-2008. Because of interest rates trends and the economy, Mutual of America has dropped the EAY of the Interest Accumulation Account in the current 403(b) Thrift Plan to 1.75%. This amendment would allow a number of ADRC retirement plan participants an opportunity for a greater guaranteed return on the Mutual of America Interest Accumulation Account with no associated cost to the ADRC to execute this amendment.

Sup. Clancy moved and Mr. Pamperin seconded board approval for the ADRC to enter into the above proposed 403 (b) Thrift Plan Amendment. **MOTION CARRIED.**

FINANCE REPORT – BUDGET TRANSFER REQUEST: Mr. Diedrick began by explaining that from time to time needs arise where money is available for a purchase; however, a budget transfer would be required. He recommended that the board approve a base amount; perhaps anything under \$5,000, that Ms. Christianson, ADRC Director, could transfer without having board approval at the time of purchase.

Ms. Christianson presented a Budget Transfer Request Form which would be submitted along with supporting quotes, webpages, and reference information regarding a request. The purpose of this form would be to provide a consolidated list of staff generated requests that could be considered by the board at one time.

Today's Budget Transfer Requests to be considered included the purchase of updated exterior signage from Quick Signs to update our existing exterior building signage to comply with the State contracted logo and to improve the clarity of directions for parking and entrances of our 300 and 331 buildings. This Quick Sign quote totaled \$3,781.24. The second request was for the purchase of four conference room tables and twelve chairs as part of the 331 building renovations for \$2,880.45, one conference room table and ten armless chairs to update the Veterans Conference Room at the 300 building for \$2,107.83. The final request was for \$13,377 to make Ms. Christianson's salary and fringe adjustment approved at the January Board Meeting. Quotes and reference information were provided. Ms. Christianson stated that there was money in the ADRC's Undesignated Net Asset Account to cover these proposed budget transfers.

After discussion, Mr. Pamperin moved and Ms. Miller seconded to approve the above mentioned budget transfers as well as a policy allowing Ms. Christianson to approve budget transfers up to \$5,000 without immediate board approval. These transfers would be reviewed by the board at the next regularly scheduled meeting. **MOTION CARRIED.**

REVIEW OF COLLABORATIVE COMMUNITY REPORT – ADRC, 211, CRISIS CENTER:

Ms. Christianson referred board members to the Collaborative Community Year End 2011 Report included in the board packet. This report represents a collection of data provided by 2-1-1, the Crisis Center and the Aging & Disability Resource Center (ADRC) to demonstrate patterns of need in the Brown County Community. Its purpose is to educate policy makers and create public awareness of potential service gaps in an attempt to activate change. Each agency uses a different database to collect caller information targeting different audiences. The Crisis Center works with mental health programs, the ADRC works with the aging and disabled programs and 2-1-1 targets general community programs. All three of these agencies have a mission to respond to consumer's needs for services and provide reliable, unbiased information and links to community providers.

Ms. Christianson reported that this year the "*Trends in Community Needs*" category was added to the report. Over the past 3 years all 3 agencies experienced a collective increase in contacts. The ADRC has not only experienced an increase in call volume, but also an increase in the complexity of the calls. 2-1-1 has had more repeat calls and the Crisis Center averaged 6%, overall, more face to face suicide assessment sessions each month. After reviewing all of the data for unmet needs, Housing and Shelter, Long Term Care Funding, Transportation, Dental Care and Mental Health and Alcohol and Drug Programs remain on the top 10 list as the needs that remain unfilled. This Collaborative Community Report serves as a comprehensive picture of our community's needs.

REVIEW OF BOARD INPUT FOR REGIONAL ADVISORY LONG TERM CARE COMMITTEE:

Ms. Christianson asked the board members who had volunteered to serve on the Regional Long Term Care Advisory Committee about their progress on gathering information from the community on the adequacy of services, living arrangements and community resources needed by older persons and persons with physical and developmental disabilities for the purpose of making recommendations to the Department of Health Services. She informed them that she would be putting together a packet of information for each of them to take to the meeting in May.

STAFF SWOT ANALYSIS: Included in the board packet was the SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis of 2/28/2012 which county departments are asked to complete each year identifying our top priorities in each category. Ms. Christianson reviewed each of these categories with the board highlighting several of our top weaknesses (internal attributes harmful to achieving goals) as well as our opportunities (external factors that help achieve goals).

Weaknesses:

1. **Information overload: new staff need longevity, steep learning curve, policy/procedures & training.** We find it a struggle to make this a doable job.
2. **Quality v/s quantity – the need to know so much – expertise in none.** This is a reflection of number 1. We feel we need to “Jack of all Trades”.
3. **Not enough staff (Benefit Specialists).** The Benefit Specialist Department is an area, in particular, that we will need to increase staff in the future.
4. **Time management.** We struggle to find the time to manage everything.

Opportunities

1. **Increase volunteer programs-Medicare Part D.** Perhaps we could utilize trained volunteers in this area.
2. **Grants to expand rural services – time banks.** We need to work on finding strategic ways to be proactive in expanding our rural services.
3. **Satellite sites-outreach to potential consumers, hospitals, corporation HR, churches, schools, VA, Casa Alba.** What can we do to be more present?
4. **Outreach /training to professional groups & resources.** People hear about us from others, through our newsletter, and our presentations.

After drawing board member's attention to the 2012 ADRC Committees & Taskforces, also included in the board packet, Ms. Christianson gave a brief narrative of the committee structure. She explained that these committees/taskforces and SWOT are linked together by the fact that we are an agency that manages through committees. We believe that every staff member has strengths and are encouraged to serve, as a committee member or by taking on a leadership role as a chairperson, on any ADRC Committee.

ARAMARK UPDATE: Ms. Christianson brought board members up to date on the progress of our Homebound Meal Contract with Aramark. She reported that after having a few difficult weeks and a meeting with Aramark reinforcing our contract expectations, their consistency has improved. We are staying on top of things by checking every meal and logging complaints. A survey will be going out that will provide us with information needed when looking at our 2013 budget.

FAMILY CARE UPDATE: Mr. Diedrick reported that legislature did lift the caps on Family Care; however, any future expansion of Family Care will require Joint Finance approval.

DIRECTOR'S REPORT: Ms. Christianson reported on the following:

- The Aging Plan will be coming up soon and we will be looking for ways to actively engage board member in the process.
- Ms. Christianson asked board members if they found their ADRC Board of Director's Manuals to be helpful. She urged them to keep them updated with current materials distributed at meetings.
- Ms. Christianson asked what additional information or trainings board members would find helpful. One suggestion was a demonstration of the ADRC Website and that will be on a future agenda.
- The May and June Meetings will focus mostly on the budget.

In an attempt for board members to become a little more acquainted with Ms. Schlautman, the new Information & Assistance Team Lead, Ms. Christianson asked Ms. Schlautman to share her background. Ms. Schlautman stated that she came to the ADRC with 7 years of experience at the Sheltered Workshop in Manitowoc, 7 years at Assisted Livings, 12 years in the Aging & Disability Field in both Fon du Lac and Calumet Counties, including 7 years as the Aging Director in Calumet County. She has been a part of the Information & Assistance Department at the ADRC of Brown County for the past 3 years and the Information & Assistance Team Lead for the past 3 weeks. The Board welcomed her to her new position.

LEGISLATIVE UPDATE: None.

ANNOUNCEMENTS: None.

NEXT MEETING DATE – APRIL 26, 2012: The next Board of Director's Meeting is scheduled for Thursday, April 26, 2012.

ADJOURN: Mr. Miller moved and Ms. Hickey seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 9:35 a.m.

Respectfully submitted,

Arlene Westphal, Secretary